



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Administrative Hearing Commission Cases

**CUTOFF:** end of fiscal year. Records kept 2 yers in-house  
5 years records center

**DESCRIPTION:** Copy - Original Case file in Attorney General's Office. includes all correspondence pertaining to settlement of cases.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18726

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Administrative Reports

**CUTOFF:**

**DESCRIPTION:** Financial Services records including provider financial files, 1099's, daily reports, expenditures reports and premium recipient records

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8703

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Claims Processing Assessment System Reviews (CPAS)

**CUTOFF:** end of each fiscal year, records kept 2 years in-  
house 5 years records center

**DESCRIPTION:** Includes documentation of reviews performed by Centers for Medicaid and Medicare Services (CMS) to ensure system processing claims correctly

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8705

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Closed Provider Correspondence Files

**CUTOFF:** end of fiscal year. Records kept 2 years in-house  
5 years records center. Retention includes state  
and federal audit

**DESCRIPTION:** Responses to program inquiries received by Division of Medical Services

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18675

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Closed Third Party Liability Cases (TPL)

**CUTOFF:**

**DESCRIPTION:** Personal injury, malpractice, and personal fund cases that have been  
collected on or closed

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18685

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Drug Coverage Support Information

**CUTOFF:** end of each fiscal year, records kept 2 years in-  
house 3 years records center

**DESCRIPTION:** Includes submissions from drug companies requesting coverage of their  
products, preferred drug list information, clinical edit documents, step  
therapy documents and fiscal edits

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18655

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Drug Prior Authorization Records

**CUTOFF:** end of each fiscal year records kept 2 years in-house 3 years records center to include state and federal audit

**DESCRIPTION:** Medicaid recipient drug prior authorization paper records not imaged through the SMART PA system

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18678

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Exception Records

**CUTOFF:** end of each fiscal year records kept 2 years in-house 5 years records center to include state and federal audit

**DESCRIPTION:** Deceased Medicaid patient charts - These are exception files of deceased patients and will have no further exception process activity

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18677

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Final Internal Audit Reports

**CUTOFF:**

**DESCRIPTION:** Final internal audit reports and special review reports on Department operations and compliance. Retain 10 years. Transfer to the Missouri State Archives.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22845

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** General Managed Care Files

**CUTOFF:**

**DESCRIPTION:** Correspondence and reports relating specifically to the managed care program, and marketing materials submitted by the health plans

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18704

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Grant vs. Toan Litigation

**CUTOFF:** EO FFY

**DESCRIPTION:** Federal court order establishing guidelines for operation of the Recipient Services Unit and recipient explanation of benefits

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 18661

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Head Injury Medical Charts and Prior Authorization

**CUTOFF:** end of each fiscal year. Records kept 2 years in-house 3 years records center

**DESCRIPTION:** Medical charts that have been received by the state consultant; need to be kept for future reference

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18725

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Health Plan Contracts and Proposals

**CUTOFF:**

**DESCRIPTION:** Requests for Proposals for Managed Care plus (MC+) regions and health plans' responses thereto

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18760

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Health Plan QA Reports

**CUTOFF:**

**DESCRIPTION:** Quarterly/annual reports received from the health plans

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18699

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Health Plan Reviews

**CUTOFF:**

**DESCRIPTION:** Reports from the readiness, operational, and QA reviews conducted by the agency

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18757

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

---



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Healthy Children and Youth (HCY) Administrative and Case Files

**CUTOFF:** end of each fiscal year. Records kept 2 years  
in-house 5 years records center

**DESCRIPTION:** (prior authorizations, screening, case files, medical documentation,  
management correspondence, policy matters, etc.)

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18767

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Home and Community Based Services (HCBS)

**CUTOFF:** end of each fiscal year, records kept 2 years in-  
house 5 years records center

**DESCRIPTION:** Correspondence with CMS, waiver applications, renewals and  
amendments, special handle cases and lawsuits

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18715

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Home and Community Services Provider/Vendor Contract Files

**CUTOFF:** End of Calendar Year in which Proposal is  
Denied or a Contract is Terminated

**DESCRIPTION:** Records created by the contract unit to track all proposals and  
participation agreements for In-Home Services, Consumer Directed  
Services, Adulth Day Health Care and Counseling. Records may include,  
but are not limited to reports on providers and vendors, copies of license  
information for providers and vendors and legal correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23283

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Hospice Files

**CUTOFF:**

**DESCRIPTION:** These files include the election, plan(s) of care, physician certification, correspondence, ad hoc reports, etc. 13 CSR 70-50.010

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8721

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Hospital Cases

**CUTOFF:**

**DESCRIPTION:** Legal cases pertaining to hospitals

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8744

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Hospital Cost Reports - all others

**CUTOFF:**

**DESCRIPTION:** Financial reports that are sent in yearly by all hospitals in Missouri which are not used for rate setting purposes

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18683

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Hospital Cost Reports - Base Year Data

**CUTOFF:** EOSFY

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**DESCRIPTION:** Financial reports that are sent in yearly by hospitals in Missouri which are used for rate setting purposes

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES:** 18738

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Legal Files

**CUTOFF:** end of each fiscal year, records kept 2 years in-house 5 years records center

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**DESCRIPTION:** Final decisions, exhibits, briefs, supporting documentation, legal correspondence

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 8707

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Managed Care Cost Reports and Rate Setting Data

**CUTOFF:**

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**DESCRIPTION:** Includes Managed Care rate documentation, inpatient hospital claims used to pay reinsurance to health plans, and related correspondence

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 18698

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Managed Care Member Satisfaction Surveys

**CUTOFF:**

**DESCRIPTION:** Sent to recipient to survey satisfaction with health plans and services provided; results of surveys are used as a quality assessment tool

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 8756

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

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**TITLE:** Managed Care plus Quality Assurance and Improvement (MC + QA and I) Advisory Group and Subgroups

**CUTOFF:**

**DESCRIPTION:** Meetings, agendas, minutes, correspondence, names of subcommittee members and nominees

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 18702

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

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**TITLE:** Management and Administrative Reporting System Reports (MARS)

**CUTOFF:**

**DESCRIPTION:** These reports present historical, trend, and forecasting information to assist management in planning, directing and controlling the Medicaid program

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 8704

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Medical Records/Case Files

**CUTOFF:**

**DESCRIPTION:** Includes state audit sample, Payment Error Rate Measurement

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18693

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Non-Custodial Parent Inquiries

**CUTOFF:**

**DESCRIPTION:** Information received from NCP and child support regarding health insurance coverage

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8740

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Nursing Home Certification File

**CUTOFF:** end of each fiscal year. Records kept 2 years  
in-house 5 years records center

**DESCRIPTION:** Nursing Home provider enrollment forms including applications, certification and transmittal and correspondence which are submitted by Nursing Home providers

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18730

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Nursing Home Cost Reports

**CUTOFF:**

**DESCRIPTION:** Financial and statistical reports sent in yearly by all nursing facilities in Missouri which are not used for rate setting purposes

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18741

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Nursing Home Rate Setting Cost Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Financial and statistical reports sent in yearly by nursing facilities in Missouri which are used for rate setting purposes

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 18682

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Online Security Access Request Form

**CUTOFF:** EO CY in which login disabled

**DESCRIPTION:** Registration forms used to approve or deny access to MO Health Net managed systems. Forms are used to create the online account for users. Records may include, but are not limited to personal information, action requested, option level, reason for requesting access, and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23817

**SERIES STATUS:** Pending

**APPROVAL DATE:**

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Override Letters

**CUTOFF:** end of each fiscal year. Records are kept 2 years in-house 3 years records center

**DESCRIPTION:** Claims that were denied in error and should be paid, or for some other reason were not able to get through the system as a regular claim and needed an explanation to process

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18724

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Participation Agreements with Providers

**CUTOFF:** end of each fiscal year. Records kept 2 years in-house 3 years records center

**DESCRIPTION:** Provider enrollment forms including applications and correspondence which are submitted by all medical service providers

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18731

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Administration Disease State Management Records - Cases

**CUTOFF:**

**DESCRIPTION:** To include program contact information, questionnaire response, etc. May include additional documentation such as, patient records reports of contact with the patient and or providers, or referrals to other units or agencies

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19209

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Pharmacy Administration Disease State Management Records - Program  
Clinical Editing Records

**CUTOFF:**

**DESCRIPTION:** Includes letters, care plans, and clinical medication information request forms. These documents allow closer monitoring of drug utilization and related issues

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19210

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Administration Financial Records - Adjudicated Pharmacy  
Recoupments

**CUTOFF:**

**DESCRIPTION:** This information includes documentation from duplicate payments on the early refill edit, billing error adjustments and edit error adjustments and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19200

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Administration Financial Records - Long Term Care (LTC)  
Returned Medications

**CUTOFF:**

**DESCRIPTION:** This information includes the ad hoc requests and results, letters and memos sent to providers and DMS Budget staff notifying them or requesting payouts for LTC Handling fees

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19201

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Pharmacy Administration Financial Records - Maximum Allowed Charge (MAC) Reports

**CUTOFF:**

**DESCRIPTION:** This information includes ad hoc reports and their results that were requested to find the savings for newly implemented MAC pricing

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19205

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Administration Financial Records - Pharmacy Tax Checks and Reports

**CUTOFF:**

**DESCRIPTION:** The checks are for those providers who did not choose to offset their tax. It includes the date posted to the fiscal agent and any backup documentation. The reports are run each cycle and include the enhanced payments paid to each provider, by cycle, the amount of tax paid for each provider per cycle, those who have outstanding balances and other accounting-type information

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19203

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Administration Financial Records - Pharmacy Tax Provider Information

**CUTOFF:**

**DESCRIPTION:** This information includes the signed, notarized affidavits from providers and any correspondence relating to the pharmacy tax

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19202

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Pharmacy Administration Financial Records - Pharmacy Tax Senate Bills, Form Letters and Forms

**CUTOFF:**

**DESCRIPTION:** This information includes the bills that were signed implementing the pharmacy tax and all form letters, affidavits, and offset forms sent to the providers

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19204

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Administration Financial Records - Pseudo Provider Numbers

**CUTOFF:**

**DESCRIPTION:** This information shows where a pseudo provider number was assigned for those pharmacies that do not have a medicaid provider number. The pseudo provider numbers are necessary to post tax payments

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19206

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pharmacy Rebate Files

**CUTOFF:**

**DESCRIPTION:** Includes Rebate Claim Adjustments, replacement Remittance Advise Reports (RAR's), resolved and closed pharmacy rebate files, closed prior quarter checks. Pursuant to 42 CFR Part 447 (CMS-2175-F) a 10 year retention is required

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20867

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Policy Task Requests

**CUTOFF:** end of each fiscal year. Records kept 2 years  
in-house 5 years records center

**DESCRIPTION:** The PTR's are used to make pricing, procedure code, attachment requirement, covered or non-covered status changes to the Procedure, drug and diagnosis (PDD) file. The PTR is used to update the PDD file which is used by Medical Services to price claims for Medicare

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18660

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Premium Collections

**CUTOFF:**

**DESCRIPTION:** Correspondence related to premium payments for State Children's Health Insurance Program (SCHIP) cases

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19496

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Pricing File

**CUTOFF:** end of each fiscal year. Records kept 2 years  
in-house 3 years records center

**DESCRIPTION:** Complete first data bank drug file includes pricing of all drug products and is used to price all Medicaid claims for drugs, drives pricing

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18719

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** Program and Policy Development Files

**CUTOFF:** end of each fiscal year. Records kept 2 years  
in-house 5 years records center

**DESCRIPTION:** working files containing draft policy, information from other states, staff meeting minutes, and correspondence pertaining to the establishment of a new Medicaid program or change to an existing one.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18672

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Program Integrity (PI) Provider Files

**CUTOFF:**

**DESCRIPTION:** PI provider case reviews, special project reviews, correspondence/complaint reviews; to monitor the utilization and program compliance providers

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18688

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Provider Monitoring Reports

**CUTOFF:** end of each fiscal year. Records kept 2 years  
in-house 5 years records center

**DESCRIPTION:** Reports of audits or monitoring visits to review a Medicaid provider's compliance with regulatory mandates and standards. Audits are done by the Program Integrity staff.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18727

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Provider Review Records and Relating Correspondence

**CUTOFF:**

**DESCRIPTION:** Includes requested information from providers who have submitted questionable claims. May include information that goes to the Administrative Hearing Commission

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19207

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Recipient Inquiries

**CUTOFF:** end of each fiscal year. Records kept 2 years in-house 3 years records center

**DESCRIPTION:** Correspondence regarding various issues with medicaid recipients from Recipient Services Unit

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8731

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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**TITLE:** Recipient Lock-in Files

**CUTOFF:**

**DESCRIPTION:** Program Integrity's case reviews of recipients who are suspected of abusing their Medicaid privileges

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18746

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

**TITLE:** System Task Requests (STR's)

**CUTOFF:** end of each fiscal year, records kept 2 years in-house 5 years records center

**DESCRIPTION:** Includes request and documentation of changes made to the MMIS by fiscal agent. The STR is used for tracking purposes and documentation for inquiries

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8706

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Third Party Liability (TPL) Management Reports

**CUTOFF:**

**DESCRIPTION:** Includes reports such as cost avoidance, recoveries, accounts receivable, HIPP, etc. that are used by management staff

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18744

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

**TITLE:** Transplant files

**CUTOFF:** end of each fiscal year. Records kept 2 years in-house 5 years records center

**DESCRIPTION:** Medical records and claims for recipients pertaining to prior authorization and manual payout of organ and stem cell transplants

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8718

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003



## Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: MO HealthNet Division

Sub-Section:

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**TITLE:** Waiver and Related Documents

**CUTOFF:**

**DESCRIPTION:** Correspondence with CMS, waiver applications, renewals and amendments, special handle cases and lawsuits

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 18697

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003

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